



City of Sumter

822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Jfax: 1-803-436-2652

*The City of Sumter welcomes you to the **Sumter City Centre**. The **City Centre** is available for the public to enjoy based on availability. In reserving the center, you must agree to the following conditions.*

GENERAL RULES:

- The facility and surrounding area will be left clean as found.
- All trash will be put in the outside receptacles. Over flow trash bags should be **tied** and placed at the back door in the kitchen area.
- If the kitchen area is utilized it will be left clean and free of debris.
- You may decorate center using tape, ribbon or soft wire. No tacks, staples or nails allowed. **All changes to floor plans must provide 48 hour notice.**
- Rental hours begin when doors are opened to begin set-up and run continuously until center is completely vacated. The building and premises are to be cleared no later than 11:00pm.
- On Sundays, the center will not be available for rent until 2:00 pm.
- Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness. ***Do not drag equipment, tables, chairs or other heavy objects across the floor.***
- The City will NOT be responsible for any property not removed from the premises.
- All event requests NOT listed in this application must be placed on the special request form and approved by the Coordinator. All external structures are prohibited.
- **A deposit must be made to secure a date for the event.** If the event is cancelled a 30 day notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.
- Alcoholic beverages are not allowed ***without prior approval*** and smoking is prohibited inside the facility.
- **Rental of the City Centre is separate from the rental of the Opera House. Rental of the City Centre does not provide automatic use of the historic Sumter Opera House.**
- Live entertainment will not be permitted ***without prior approval***. Groups using amplification will take into consideration the volume used due to surrounding commercial businesses.

RENTAL APPLICATION

(City Centre)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ Event Date Requested: _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____ Night Phone: _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Number of people: _____ Event Coordinator: _____

Give Purpose of Use: (Full Details): _____

City Centre Centre Rental Fees
(All Rentals Figured In One Hour Increments)

Day Rate: 7am-5pm, Monday-Friday

\$60.00 per hour

Evenings 5-11pm, Weekends & Holiday Rate:

\$80.00 per hour

A Deposit of \$50 is required for all one-time day events Monday-Friday, 7:00am-5:00pm and \$100 is required for all other events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter.

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.

Request for Reservation:

Day:

Hours @ \$60 per hour \$_____ +\$50 Deposit

Evening, weekends & holidays:

Hours @ \$80 per hour \$_____ +\$100 Deposit

_____ Use of Kitchen _____ Tables & Chairs _____ Alcohol _____ Live Entertainment

Event date & hours:_____

Total cost of reservation:_____

Payment due date:_____

Equipment Available:

Sound System

102 Chairs

12 Round Tables

21 Long Banquet Tables

(City Centre)

FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the City Centre and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

The RENTOR agrees to protect, save and keep The City of Sumter, employees and agents forever harmless for any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the RENTOR or the representatives, agents or employees of the RENTOR or those persons acting under the express or implied authority of the RENTOR. The RENTOR assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents and guests. The City of Sumter, employees and agents will not be liable for any loss, damage, or destruction of RENTOR property by theft, fire, accident or any other cause. The RENTOR assumes full responsibility and liability for all injury to any and all persons or property or personal injury caused by the RENTOR or its agents, representatives or employees. The RENTOR will indemnify and hold harmless The City of Sumter, employees and agents against any and all liability whatsoever arising from any damage to property or personal injury or loss caused by RENTOR, its agents, representatives, employees or such other persons.

(Print Name)

Signature

Date

For Office Use and Refund Approvals:

Deposit: _____ Check#: _____ Credit Card#: _____

Exp. Date: _____ VIN #: _____

Deposit Paid By: _____

Payment Paid By: _____

Payment Due Date: _____

Balance Due: _____ Total Paid: _____

Deposit Received: _____ Rental Fee Received: _____

Deposit: 110-0000-228.45-11 Rent: 110-0000-364.45-11

The City Centre has been inspected and deposit may be refunded.

Signature

Date

Event date: _____

The City Centre has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Event Information for Refunds

Name for Check to be made out to: _____

(Print all information)

Address: _____

(Print all information)

Revised (02/09/2010)